



# FIRST THINGS FIRST

*Ready for School. Set for Life.*

**Arizona Early Childhood Development & Health Board  
Cochise Regional Partnership Council**

**Work Session Meeting Minutes  
December 16, 2010**

## Call to Order

The Work Session Meeting of the First Things First Cochise Regional Partnership Council was held on Thursday, December 16, 2010 at 1:00 p.m. at the First Things First Regional Office, 3643 South Highway 92, Suite B, Sierra Vista, Arizona 85650.

## Council Members Present:

Ana Bae, David Howe, Renae Humburg, Ginger Ryan

## Council Members Absent:

Marge Dailey, Mario Gonzales, Chuck Hoyack, Jane Strain, Michael Vetter, Nancy-Jean Welker

## Others Present:

Melissa Avant, Cristal Martin, Gretchen Garman, Marco Liu, Shannon Gallagher

Chair Howe welcomed everyone and called the meeting to order at approximately 1:06 p.m.

## Call to the Public

There was no response to Call to the Public

## Discussion of Food Insecurity Strategy

Melissa Avant, Regional Coordinator, First Things First Cochise Regional Partnership Council, provided the Regional Council with a Logic Model, Standards of Practice, Performance and Key Measures and a sample Scope of Work for Strategy 12; Food Insecurity. Ms. Avant provided a brief overview and provided a timeline to the Regional Council. The Food Insecurity strategy was approved in the November 18, 2010 meeting. For state fiscal year 2011 there is \$100,000 and for state fiscal year 2012 there is another \$100,000 awarded. In the motion that the Regional Council approved, state fiscal years 2011 and 2012 will be combined into one Request for Grant Application (RFGA). The time line is as follows:

Scope of Work, due to Finance	January 8, 2011
RFGA released	January 12, 2011

RFGA deadline	February 23, 2011
RFGA awarded	May 1, 2011

The Regional Council discussed the methods used for counting food boxes versus counting individuals. The Regional Council discussed the amount of boxes that will be provided. At an average cost of \$25 a box, about 3500 boxes a year will be provided for a total of 7000 boxes for the RFGA period. Cost may include staff, mileage, supplemental items and food. The Regional Council inquired into how eligibility is verified for food boxes. An individual requesting food must provide proof of address and give verbal confirmation of eligibility. The Regional Council discussed tracking pregnant mothers as this can be a good indication of the future and can assist the Regional Council as a forward look.

The Regional Council expressed the desire to have transportation and distribution to the families who cannot get to a food bank be addressed in an RFGA.

The Regional Council asked that a tracking method be used to count how many children are served and how many boxes each child receives as well as how many boxes are provided.

#### **Adjournment**

There being no further discussion, Chair Howe adjourned the meeting at 2:04 p.m.

Dated this 20 day of January, 2011.

Submitted By: Cristal Martin  
Administrative Assistant

Approved By:   
Vice Chair, Michael Vetter